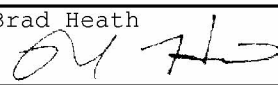


EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-06				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES Permit Writers' Training				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name David Hair <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-2287 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>12/30/2015 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-06**

Title: Technical Support for NPDES Permit Writers' Training

WACOR: David Hair (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
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202-564-2287
hair.david@epa.gov

Alternate WACOR: Nizanna Bathersfield
Water Permits Division
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Sharmin Syed
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
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202-564-3052
syed.sharmin@epa.gov

Period of Performance: January 1, 2016 through June 30, 2016

Background Information:

The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. Development and implementation of training, guidance and outreach/communication tools are an important part of its mission.

The objective of this work assignment is to provide technical support to WPD in its continued effort to develop and implement training, guidance, and outreach/communication activities, targeting NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers. Training support will include the continued development and

implementation of the NPDES Permit Writers' Course, as well as other training courses and training materials that promote effective and efficient implementation of the NPDES program.

Performance Work Statement: Contract Section 5.1

The administrative and technical tasks to be provided by the contractor under this work assignment shall support management, technical and logistical tasks associated with developing training materials and delivering the NPDES Permit Writers' training course. The contractor will not be involved in Agency policy or decision making.

The Performance Work Statement establishes activities, described in the tasks below, to be conducted by the contractor in EPA FY2016.

Task 1: Support for Developing and Implementing the NPDES Permit Writers' Training Course

A. The contractor shall provide support for three 5-day NPDES permit writers' courses within the period of performance. The Contractor shall provide technical and logistical support (see specific activities listed below) for developing and presenting these courses. Courses are typically limited to 50-60 participants. For planning and costing purposes, the contractor shall assume the courses will be in the following cities; however, the specific dates and locations may be changed based on technical direction from the EPA WACOR:

- Sacramento, California
- Albany, New York
- Kansas City, Missouri

The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities, setting up and conducting registration activities, preparing and copying course handouts (including the course workbook), shipping course materials, and identifying and completing necessary revisions to course materials. For planning purposes, the contractor should assume that State or Federal meeting space will be provided at no cost for all of the planned courses.

The contractor shall also conduct pre-course planning and administrative activities to support the EPA in preparing for up to two courses to be held in the third quarter of CY2016. The support will include activities such as: course scheduling, including identifying and securing suitable meeting facilities, and setting up and conducting registration activities.

B. The contractor shall continue to modify materials used in the presentation of the NPDES Permit Writers' Course based on edits and information provided by the EPA WACOR following each completed permit writers' course. The NPDES Permit Writers' Training Course materials consist of several components, including: presentation slides, an instructors' manual, and a student workbook that cover all course modules. The contractor shall compile, edit, and maintain

all components of all course modules and the student workbook under the NPDES Permit Writers' Training Course, including materials made available by WPD on the NPDES Permit Writers' Course website. The Contractor shall make recommendations for the EPA WACOR's review and approval for editing course materials and shall ensure consistency among all training course components to allow for effective maintenance of and revisions to all training course materials.

Deliverable: Two revisions to NPDES Permit Writers' Workbook in to incorporate changes identified by EPA.

C. The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Courses identified in Task 1.A. Instructors will utilize the materials and format provided in the NPDES Permit Writers' Course Instructors' Manual. A resume presenting each proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the Contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the EPA WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering.

D. Within 15-days following the completion of each course, the contractor shall develop and provide to EPA a summary report on the quality, usefulness, and presentation of the training based on comments provided by course participants as reported on a course evaluation form provided by the EPA WACOR. The Contractor shall distribute certificates of completion to course participants at the end of each workshop.

Deliverable: Summary of participant feedback and distribution of completion certificates within 15-days of course completion.

E. The contractor shall review the web-based presentations developed for the NPDES Basic Permit Writers' Course under previous WAs and provide recommendations for revisions necessary to make the web-based training materials more consistent with the materials used in the 5-day training course. The review will also will identify all of the broken and outdated internet URL addresses referenced in the existing manual and determine the current URL addresses. The EPA WACOR will review the recommendations and meet with the contractor to determine the necessary revisions. For this period of performance, EPA anticipates the revisions will be limited to edits that will not require extensive re-recording of the narrated script. Approximately 20 changes are anticipated during this period of performance. The contractor shall continue to use the "Articulate Presenter" software used to develop the presentations. The contractor shall continue to maintain a database file that compiles the name, affiliation, and completion date of students that submit this information through the web link following completion of the web-based training modules.

Deliverables:

1. Recommendations for revisions to the web-based presentations (by March 31, 2016).

2. Revised version of the web-based modules ready to post to the EPA website (by June 30, 2016)
3. Database file of students that have completed the web-based training modules (monthly via email, with final record provided to the EPA WACOR by June 30, 2016)

Task 2: Support to Update the *U.S. EPA NPDES Permit Writers' Manual* (EPA-833-K-10-001)

A. The contractor shall update all of the broken and outdated internet URL addresses referenced in the existing *U.S. EPA NPDES Permit Writers' Manual* (EPA-833-K-10-001) to conform to the current URL addresses. The contractor shall also correct any known minor typographical errors identified in the manual. The contractor shall make the necessary changes and provide a draft of the manual incorporating all revisions by March 31, 2016. The EPA WACOR will review the draft and provide any additional comments by April 30, 2016. The contractor shall revise the manual as indicated by the EPA WACOR and provide a final draft by June 30, 2016. (Note: this task relates only to the URL corrections and administrative edits and does not include any technical revisions to the manual.)

Deliverables:

1. First draft of the manual (by March 31, 2016)
2. Final draft of the manual (by June 30, 2016)

B. In addition to the web-address corrections, the contractor shall provide a list of recommended revisions and technical corrections to the existing manual based on comments collected under previous work assignments and shall provide the suggested revisions to the EPA WACOR by March 31, 2016. The EPA WACOR will review the recommendations and meet with the contractor to determine the necessary revisions. Based on the revisions identified by the WACOR, the contractor shall revise the manual and prepare a first draft incorporating the technical revisions. The revisions incorporated in this period of performance will address only updates and clarifications to existing materials, and are not anticipated to require drafting of new sections addressing additional topics.

Deliverables:

1. Recommendations for revisions to the *U.S. EPA NPDES Permit Writers' Manual* (EPA-833-K-10-001) (by March 31, 2016).
2. First draft incorporating initial technical revisions to manual (by June 30, 2016)

Requirements

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the EPA WACOR to advise of progress and problems. All documents shall be delivered in MS Word as requested by the WACOR. The

contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as directed by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All electronic media submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on the appropriate electronic media in a format compatible with Water Permits Division hardware.

Travel

This work assignment requires travel. Specifically, one contractor representative will be required to travel to the 5-day NPDES courses in Sacramento, California, Albany, New York, and Kansas City, Missouri. Additionally, some limited local travel may be necessary to attend meetings with the EPA WACOR.

All out-of-town travel shall be approved in advance by the project officer and shall be in accordance with the contract.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$25,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Tasks 1 of this project because it does not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Deliverable	Schedule
Task 1A(1). 5-Day Basic Permit Writers' Course – Sacramento, California	March 2016
Task 1A(2). 5-Day Basic Permit Writers' Course – Albany, New York	April 2016
Task 1A(3). 5-Day Basic Permit Writers' Course – Kansas City, Missouri	May/June 2016 (TBD)
Task 1B(1). Permit Writers' Course Workbook Revisions.	Two revisions completed by 06/30/2016
Task 1D. Summary of participant feedback and distribution of completion certificates	15 days after the delivery of each course.
Task 1E(1). Recommendations for revisions to web-based materials.	March 31, 2016
Task 1E(2). Revised version of web-based materials ready to post to the NPDES web site.	June 30, 2016
Task 1E(3). Database file of students that have completed the web-based training modules	Monthly via email, with final record provided to the EPA WACOR by June 30, 2016
Task 2A(1). First draft of the corrected U.S. EPA NPDES Permit Writers' Manual (EPA-833-K-10-001) – (URLs and typos only)	March 31, 2016
Task 2A(2). Final draft of the corrected U.S. EPA NPDES Permit Writers' Manual (EPA-833-K-10-001) – (URLs and typos only)	June 30, 2016
Task 2B(1). Recommendations for technical revisions to the U.S. EPA NPDES Permit Writers' Manual (EPA-833-K-10-001)	March 31, 2016
Task 2B(1). First draft of the revised U.S. EPA NPDES Permit Writers' Manual (EPA-833-K-10-001) – technical revisions	June 30, 2016

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	<p>The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR and Project Officer (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and Project Officer will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and Project Officer will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA Project Officer will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA Project Officer and EPA WACOR shall review the Contractor's monthly progress reports and request the WACOR to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost over run of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services \The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The EPA WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-06			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5		Title of Work Assignment/SF Site Name NPDES Permit Writers' Training					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee: \$0.00		LOE: 0					
01/01/2011 To 06/30/2016									
This Action:		\$125,445.00		810					
Total:		\$125,445.00		810					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated: 01/20/2016		Cost/Fee \$125,445.00		LOE: 810					
Cumulative Approved:		Cost/Fee \$125,445.00		LOE: 810					
Work Assignment Manager Name David Hair <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 202-564-2287			
						FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 202-564-2108			
						FAX Number:			
Other Agency Official Name Sarita Hoyt <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 202-564-1471			
						FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:			
						Phone Number: 513-487-2352			
						FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Support DWTRF in West Virginia				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee:			LOE:		
Cumulative Approved:					Cost/Fee:			LOE:		
Work Assignment Manager Name Lea Ruiz							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robert Powell							Phone Number 215-814-5496			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							12/30/2015 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-07**

TITLE: EPA Region III Engineering/Technical and Program Support for Capacity Development and Source Water Protection Activities in the Drinking Water Treatment Revolving Fund (DWTRF) in West Virginia

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lea Ruiz Phone: (215) 814-5496 Fax: (215) 814-2782 ruiz.lea@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Infrastructure and Assistance (3WP50) 1650 Arch Street Philadelphia, PA 19103
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PERIOD OF PERFORMANCE: January 1, 2016 through June 30, 2016

QUALITY ASSURANCE:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

BACKGROUND:

West Virginia's Drinking Water State Revolving Fund (DWSRF) located in the Office of Environmental Health Services within the Department of Health and Human Services has requested EPA Region III's assistance in managing its infrastructure, capacity development, and source water protection programs workload through the use of set-aside funds available under the State's DWSRF grant.

West Virginia's programs must continue to administer infrastructure projects with the available funding to maintain its high utilization of funds, to ensure compliance with all grant conditions, and to provide programs to assess the sustainability of drinking water systems.

The assistance provided under this work assignment is necessary to assist West Virginia in maintaining a high utilization of funds, the administration of grant conditions and supporting programmatic goals for capacity development and source water protection.

OBJECTIVE:

Under this work assignment the contractor shall provide technical/engineering and program support to EPA Region III in assisting applicants whose projects being considered for DWSRF

funding. The West Virginia Bureau for Public Health (BPH) will provide training and daily task assignments resulting from EPA's written technical direction.

The contractor shall not engage in activities of an inherently governmental nature such as formulation of Agency policy and selection of Agency priorities. The EPA will review all training materials developed by the contractor prior to their use.

EPA Region III will coordinate contractor support activities with the State and provide technical direction to the contractor as needed.

TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work plan and Budget Development:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly telephone conferences between the EPA WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports per the contract.

Task 1: Project Site Visits

The contractor shall perform approximately 12 on-site inspections at the project locations, including the administrator's location if records are kept there for a compliance review for the requirements in the bond documents and loan agreements.

Deliverable: Completed inspection checklists within 30 days of the site visit. These checklists were provided under WA 1-07.

Task 2: Development of Asset Management Plans

The contractor shall work with approximately 18 loan recipients to develop asset management plans. This task includes activities such as: develop handouts and power point presentations, training via web conferences and seminars, training on the Check UP Program for Small Systems (CUPSS) or equivalent, and review of the development of the assessments, submittals, reports, and AM plans for the minimum requirements for the DWSRF approval. The contractor shall monitor all projects until Bureau for Public Health (BPH) and EPA WACOR approves their asset management plan. Because Tetra Tech developed the CUPSS program for EPA, the contractor has access to in-house technical experts if questions arise.

Deliverable: Provide a monthly update on the status of all projects developing asset management until they have BPH approval.

Task 3: Maintaining the Asset Management Plan

The contractor will assess the maintenance of approximately 20 approved asset management plan and provide guidance to water systems to assist with upkeep. The guidance may be provided during onsite visits, conference calls, and webinars.

Deliverable: Provide a monthly update on the status of approved asset management plans.

Task 4: Participate in Training Tasks

The contractor will prepare and provide training to DWSRF loan applicants, drinking water utilities, administrators, circuit riders, project engineers, and other professionals regarding the development of asset management plans and use of the CUPSS software. The contractor will participate in workgroup meetings with the USEPA and state stakeholders to contribute to the development of asset management programs. The contractor will provide training regarding state and federal DWSRF program requirements and bond condition compliance, if needed. These activities will include participating in webinars and seminars and will be on-going throughout the period of performance of the work assignment.

Deliverable: Provide training materials within 60 days of task assignment by the EPA WACOR.

Task 5: The contractor will conduct capacity development assessments for up to 10 community water systems. This task includes gathering data through systems files, financial reports, and onsite interviews to assess the financial, managerial, and technical capacity to sustain their water system.

Deliverable: Up to 10 draft capacity development assessment reports for BPH review and approval.

Task 6: The contractor will provide technical support to the source water protection program by contributing to the development of a source water assessment template and education/outreach materials for community water systems and the public, including an online data visualization tool; by participating in informational meetings; and reviewing up to 70 source water protection plans.

Deliverable: Provide technical review comments and recommendations for source water assessment templates, online application code and training on upkeep of the application, meeting notes from informational meetings, reviews for up to 70 protection plans, including written details on whether a plan meets requirements for approval within 60 days of the task assignment.

Task 7: The contractor will provide assistance to WVBPH to develop and update source water assessments for up to 90 water systems. Such assistance may include: using electronic tools and templates to form the communication plan, management plan, and early warning monitoring plan; by facilitating protection team and public meetings; and by investigating pollutant source to surface water and creating mapping, as necessary.

Deliverable: Provide materials for up to 90 new or revised source water assessments approved by BPH.

Schedule of Deliverables

Task	Quantity	Due Date	LOE
Task 0	Work plan and Budget	Per contract requirements	80
Task 1	Project Site Visits	Within 30 days of the task assignment	96
Task 2	Develop approximately 18 Asset Management Plans and monitor project progress	At least monthly	755
Task 3	Maintaining approximately 20 Asset Management Plan	At least monthly	200
Task 4	Participate in Training Tasks	Within 60 days of the task assignment	24
Task 5	Up to 10 capacity development assessments	Within 60 days of the task assignment	200
Task 6	Technical and programmatic support for source water assessment program	Within 60 days of the task assignment	355
Task 7	Materials for up to 90 source water assessment reports	Within 240 days of the task assignment	1520
		Total Level of Effort Hours	3230

Travel: Contractor will be expected to do only local travel. All travel costs will be approved in advance by the EPA WACOR.

Quality Assurance Surveillance Plan: All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

Conference/Meeting Guidelines and Limitations: The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 5-07								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5	Title of Work Assignment/SF Site Name Support for DWTRE								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/18/2016 To 06/30/2016								
Comments: The purpose of this Amendment 1 is to increase LOE from 3,230 to 4,395 at no additional cost per contractor concurrence. The contractor is hereby authorized to provide up to 4,395 LOE, however, the work plan approval still remains at \$334,833.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Lea Ruiz							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robert Powell							Phone Number: 215-814-5496			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
5/18/2016							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-07
AMENDMENT 1**

TITLE: EPA Region III Engineering/Technical and Program Support for Capacity Development and Source Water Protection Activities in the Drinking Water Treatment Revolving Fund (DWTRF) in West Virginia.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lea Ruiz Phone: (215) 814-5496 Fax: (215) 814-2782 ruiz.lea@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Infrastructure and Assistance (3WP50) 1650 Arch Street Philadelphia, PA 19103
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PERIOD OF PERFORMANCE: May 18, 2016 through June 30, 2016

QUALITY ASSURANCE: The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

BACKGROUND: West Virginia's Drinking Water State Revolving Fund (DWSRF) located in the Office of Environmental Health Services within the Department of Health and Human Services has requested EPA Region III's assistance in managing its infrastructure, capacity development, and source water protection programs workload through the use of set-aside funds available under the State's DWSRF grant.

West Virginia's programs must continue to administer infrastructure projects with the available funding to maintain its high utilization of funds, to ensure compliance with all grant conditions, and to provide programs to assess the sustainability of drinking water systems.

The assistance provided under this work assignment is necessary to assist West Virginia in maintaining a high utilization of funds, the administration of grant conditions and supporting programmatic goals for capacity development and source water protection.

OBJECTIVE

Under this work assignment the contractor shall provide technical/engineering and program support to EPA Region III in assisting applicants whose projects being considered for DWSRF funding. The West Virginia Bureau for Public Health (BPH) will provide training and daily task assignments resulting from EPA's written technical direction.

The contractor shall not engage in activities of an inherently governmental nature such as formulation of Agency policy and selection of Agency priorities. The EPA will review all training materials developed by the contractor prior to their use.

EPA Region III will coordinate contractor support activities with the State and provide technical direction to the contractor as needed.

TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work plan and Budget Development: 6 Hours

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly telephone conferences between the EPA WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports per the contract.

Task 1: Project Site Visits

The contractor shall perform approximately 12 on-site inspections at the project locations, including the administrator's location if records are kept there for a compliance review for the requirements in the bond documents and loan agreements.

Deliverable: Completed inspection checklists within 30 days of the site visit. These checklists were provided under WA 1-07.

Task 2: Development of Asset Management Plans: 198 Hours

The contractor shall work with approximately 18 loan recipients to develop asset management plans. This task includes activities such as: develop handouts and power point presentations, training via web conferences and seminars, training on the Check UP Program for Small Systems (CUPSS) or equivalent, and review of the development of the assessments, submittals, reports, and AM plans for the minimum requirements for the DWSRF approval. The contractor shall monitor all projects until Bureau for Public Health (BPH) and EPA WACOR approves their asset management plan. Because Tetra Tech developed the CUPSS program for EPA, the contractor has access to in-house technical experts if questions arise.

Deliverable: Provide a monthly update on the status of all projects developing asset management until they have BPH approval.

Task 3: Maintaining the Asset Management Plan: 158 Hours

The contractor will assess the maintenance of approximately 20 approved asset management plan and provide guidance to water systems to assist with upkeep. The guidance may be provided during onsite visits, conference calls, and webinars.

Deliverable: Provide a monthly update on the status of approved asset management plans.

Task 4: Participate in Training Tasks

The contractor will prepare and provide training to DWSRF loan applicants, drinking water utilities, administrators, circuit riders, project engineers, and other professionals regarding the development of asset management plans and use of the CUPSS software. The contractor will participate in workgroup meetings with the USEPA and state stakeholders to contribute to the development of asset management programs. The contractor will provide training regarding state and federal DWSRF program requirements and bond condition compliance, if needed. These activities will include participating in webinars and seminars and will be on-going throughout the period of performance of the work assignment.

Deliverable: Provide training materials within 60 days of task assignment by the EPA WACOR.

Task 5: Capacity Development Assessments:

The contractor will conduct capacity development assessments for up to 10 community water systems. This task includes gathering data through systems files, financial reports, and onsite interviews to assess the financial, managerial, and technical capacity to sustain their water system.

Deliverable: Up to 10 draft capacity development assessment reports for BPH review and approval.

Task 6: Technical Programmatic Support: 60 Hours

The contractor will provide technical support to the source water protection program by contributing to the development of a source water assessment template and education/outreach materials for community water systems and the public, including an online data visualization tool; by participating in informational meetings; and reviewing up to 70 source water protection plans.

Deliverable: Provide technical review comments and recommendations for source water assessment templates, online application code and training on upkeep of the application, meeting notes from informational meetings, reviews for up to 70 protection plans, including written details on whether a plan meets requirements for approval within 60 days of the task assignment.

Task 7: Assist in Plan Development: 743 Hours

The contractor will provide assistance to WVBPH to develop and update source water assessments for up to 90 water systems. Such assistance may include: using electronic tools and templates to form the communication plan, management plan, and early warning monitoring plan; by facilitating protection team and public meetings; and by investigating pollutant source to surface water and creating mapping, as necessary.

Deliverable: Provide materials for up to 90 new or revised source water assessments approved by BPH.

Schedule of Deliverables

Task	Quantity	Due Date	LOE
Task 0	Work plan and Budget	Per contract requirements	86
Task 1	Project Site Visits	Within 30 days of the task assignment	96
Task 2	Develop approximately 18 Asset Management Plans and monitor project progress	At least monthly	953
Task 3	Maintaining approximately 20 Asset Management Plan	At least monthly	358
Task 4	Participate in Training Tasks	Within 60 days of the task assignment	24
Task 5	Up to 10 capacity development assessments	Within 60 days of the task assignment	200
Task 6	Technical and programmatic support for source water assessment program	Within 60 days of the task assignment	415
Task 7	Materials for up to 90 source water assessment reports	Within 240 days of the task assignment	2263
		Total Level of Effort Hours	4395

Travel: Contractor will be expected to do only local travel. All travel costs will be approved in advance by the EPA WACOR.

Quality Assurance Surveillance Plan: All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

Conference/Meeting Guidelines and Limitations: The contractor shall immediately alert the EPA WACOR to any anticipated event under The work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 5			Support for DWTRE				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 05/18/2016 To 06/30/2016					
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$334,833.00		3,230						
Total:		\$334,833.00		3,230						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee \$334,833.00		LOE: 3,230						
01/20/2016										
Cumulative Approved:		Cost/Fee \$334,833.00		LOE: 3,230						
Work Assignment Manager Name Lea Ruiz						Branch/Mail Code:				
						Phone Number: 215-814-5496				
(Signature) _____ (Date) _____						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
						Phone Number: 202-564-2108				
(Signature) _____ (Date) _____						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
						Phone Number:				
(Signature) _____ (Date) _____						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
						Phone Number: 513-487-2352				
(Signature) _____ (Date) _____						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 5-07								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 10/31/2016 Base Option Period Number 5	Title of Work Assignment/SF Site Name Support for DWTRE								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2016 To 10/31/2016								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 10/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Lea Ruiz							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Phone Number: 215-814-5496			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							8/4/2016 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-07
AMENDMENT 2**

TITLE: EPA Region III Engineering/Technical and Program Support for Capacity Development and Source Water Protection Activities in the Drinking Water Treatment Revolving Fund (DWTRF) in West Virginia.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lea Ruiz Phone: (215) 814-5496 Fax: (215) 814-2782 ruiz.lea@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Infrastructure and Assistance (3WP50) 1650 Arch Street Philadelphia, PA 19103
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PERIOD OF PERFORMANCE: July 1, 2016 through October 31, 2016

QUALITY ASSURANCE: The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

BACKGROUND: West Virginia's Drinking Water State Revolving Fund (DWSRF) located in the Office of Environmental Health Services within the Department of Health and Human Services has requested EPA Region III's assistance in managing its infrastructure, capacity development, and source water protection programs workload through the use of set-aside funds available under the State's DWSRF grant.

West Virginia's programs must continue to administer infrastructure projects with the available funding to maintain its high utilization of funds, to ensure compliance with all grant conditions, and to provide programs to assess the sustainability of drinking water systems.

The assistance provided under this work assignment is necessary to assist West Virginia in maintaining a high utilization of funds, the administration of grant conditions and supporting programmatic goals for capacity development and source water protection.

OBJECTIVE

Under this work assignment the contractor shall provide technical/engineering and program support to EPA Region III in assisting applicants whose projects being considered for DWSRF funding. The West Virginia Bureau for Public Health (BPH) will provide training and daily task assignments resulting from EPA's written technical direction.

The contractor shall not engage in activities of an inherently governmental nature such as formulation of Agency policy and selection of Agency priorities. The EPA will review all training materials developed by the contractor prior to their use.

EPA Region III will coordinate contractor support activities with the State and provide technical direction to the contractor as needed.

TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work plan and Budget Development:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly telephone conferences between the WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports per the contract.

Task 1: Project Site Visits

The contractor shall perform approximately 12 on-site inspections at the project locations, including the administrator's location if records are kept there for a compliance review for the requirements in the bond documents and loan agreements.

Deliverable: Completed inspection checklists within 30 days of the site visit. These checklists were provided under original contract, WA 1-07.

Task 2: Development of Asset Management Plans:

The contractor shall work with approximately 18 loan recipients to develop asset management plans. This task includes activities such as: develop handouts and power point presentations, training via web conferences and seminars, training on the Check UP Program for Small Systems (CUPSS) or equivalent, and review of the development of the assessments, submittals, reports, and AM plans for the minimum requirements for the DWSRF approval. The contractor shall monitor all projects until Bureau for Public Health (BPH) and WACOR approves their asset management plan.

Deliverable: Provide a monthly update on the status of all projects developing asset management until they have BPH approval.

Task 3: Maintaining the Asset Management Plan:

The contractor will assess the maintenance of approximately 20 approved asset management plan and provide guidance to water systems to assist with upkeep. The guidance may be provided during onsite visits, conference calls, and webinars.

Deliverable: Provide a monthly update on the status of approved asset management plans.

Task 4: Participate in Training Tasks

The contractor will prepare and provide training to DWSRF loan applicants, drinking water utilities, administrators, circuit riders, project engineers, and other professionals regarding the development of asset management plans and use of the CUPSS software. The contractor will participate in workgroup meetings with the USEPA and state stakeholders to contribute to the development of asset management programs. The contractor will provide training regarding state and federal DWSRF program requirements and bond condition compliance, if needed. These activities will include participating in webinars and seminars and will be on-going throughout the period of performance of the work assignment.

Deliverable: Provide training materials within 60 days of task assignment by the WACOR.

Task 5: Capacity Development Assessments:

The contractor will conduct capacity development assessments for up to 10 community water systems. This task includes gathering data through systems files, financial reports, and onsite interviews to assess the financial, managerial, and technical capacity to sustain their water system.

Deliverable: Up to 20 draft capacity development assessment reports for BPH review and approval.

Task 6: Technical Programmatic Support:

The contractor will provide technical support to the source water protection program by contributing to the revision of a source water assessment template and education/outreach materials for community water systems and the public, including an online data visualization tool; by participating in informational meetings; and reviewing up to 40 source water protection plans.

Deliverable: Provide technical review comments and recommendations for source water assessment templates, online application code and training on upkeep of the application, meeting notes from informational meetings, reviews for up to 40 protection plans, including written details on whether a plan meets requirements for approval within 60 days of the task assignment.

Task 7: Assist in Plan Development:

The contractor will provide assistance to WVBPH to develop and update source water assessments for up to 10 water systems. Such assistance may include: using electronic tools and templates to form the communication plan, management plan, and early warning monitoring plan; by facilitating protection team and public meetings; and by investigating pollutant source to surface water and creating mapping, as necessary.

Deliverable: Provide materials for up to 10 new or revised source water assessments approved by BPH.

Schedule of Deliverables

Task	Quantity	Due Date
Task 0	Work plan and Budget	Per contract requirements
Task 1	Project Site Visits	As specified above or as adjusted by WACOR via Technical Direction
Task 2	Develop approximately 18 Asset Management Plans and monitor project progress	As specified above or as adjusted by WACOR via Technical Direction
Task 3	Maintaining approximately 20 Asset Management Plan	As specified above or as adjusted by WACOR via Technical Direction
Task 4	Participate in Training Tasks	As specified above or as adjusted by WACOR via Technical Direction
Task 5	Up to 10 capacity development assessments	As specified above or as adjusted by WACOR via Technical Direction
Task 6	Technical and programmatic support for source water assessment program	As specified above or as adjusted by WACOR via Technical Direction
Task 7	Materials for up to 10 source water assessment reports	As specified above or as adjusted by WACOR via Technical Direction

Travel: Contractor will be expected to do only local travel. All travel costs will be approved in advance by the WACOR.

Quality Assurance Surveillance Plan: All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

Conference/Meeting Guidelines and Limitations: The contractor shall immediately alert the WACOR to any anticipated event under The work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-07																																																																					
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002																																																																					
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016			Title of Work Assignment/SF Site Name																																																																					
			Base Option Period Number 5			Support for DWTRE																																																																					
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS																																																																						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out					Period of Performance																																																																						
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<input checked="" type="checkbox"/> Work Plan Approval					From 07/01/2016 To 10/31/2016																																																																						
Comments: This Work Plan Approval incorporates Amendment 2 and is fully funded.																																																																											
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund																																																																											
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.																																																																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>										Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code																																																																	
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Contract Period: Cost/Fee: \$334,833.00 LOE: 4395 01/01/2011 To 10/31/2016																																																																											
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Total: \$491,190.00 6,009																																																																											
Work Plan / Cost Estimate Approvals																																																																											
Contractor WP Dated: 08/15/2016 Cost/Fee \$156,357.00 LOE: 1,614																																																																											
Cumulative Approved: Cost/Fee \$491,190.00 LOE: 6,009																																																																											
Work Assignment Manager Name Lea Ruiz <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:																																																																				
							Phone Number: 215-814-5496																																																																				
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Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:																																																																				
							Phone Number: 202-564-1846																																																																				
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Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:																																																																				
							Phone Number:																																																																				
							FAX Number:																																																																				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:																																																																				
							Phone Number: 513-487-2352																																																																				
							FAX Number:																																																																				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 5-07								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 12/31/2016 Base Option Period Number 5	Title of Work Assignment/SF Site Name Support DWTRF in West Virginia								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 11/30/2016 To 12/31/2016								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 12/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Lea Ruiz							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 215-814-5496			
							FAX Number:			
							Phone Number: 202-564-1846			
							FAX Number:			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-07
AMENDMENT 3**

TITLE: EPA Region III Engineering/Technical and Program Support for Capacity Development and Source Water Protection Activities in the Drinking Water Treatment Revolving Fund (DWTRF) in West Virginia.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lea Ruiz Phone: (215) 814-5496 Fax: (215) 814-2782 ruiz.lea@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Infrastructure and Assistance (3WP50) 1650 Arch Street Philadelphia, PA 19103
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PERIOD OF PERFORMANCE: November 1, 2016 through December 31, 2016

QUALITY ASSURANCE: The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

BACKGROUND: West Virginia's Drinking Water State Revolving Fund (DWSRF) located in the Office of Environmental Health Services within the Department of Health and Human Services has requested EPA Region III's assistance in managing its infrastructure, capacity development, and source water protection programs workload through the use of set-aside funds available under the State's DWSRF grant.

West Virginia's programs must continue to administer infrastructure projects with the available funding to maintain its high utilization of funds, to ensure compliance with all grant conditions, and to provide programs to assess the sustainability of drinking water systems.

The assistance provided under this work assignment is necessary to assist West Virginia in maintaining a high utilization of funds, the administration of grant conditions and supporting programmatic goals for capacity development and source water protection.

OBJECTIVE: Under this work assignment the contractor shall provide technical/engineering and program support to EPA Region III in assisting applicants whose projects being considered for DWSRF funding. The West Virginia Bureau for Public Health (BPH) will provide training and daily task assignments resulting from EPA's written technical direction.

The contractor shall not engage in activities of an inherently governmental nature such as formulation of Agency policy and selection of Agency priorities. The EPA will review all training materials developed by the contractor prior to their use.

EPA Region III will coordinate contractor support activities with the State and provide technical direction to the contractor as needed.

TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work plan and Budget Development:

This task is not required per CO direction due to when this work assignment amendment is being issued to the contractor.

Task 1: Project Site Visits

The contractor shall perform approximately 12 on-site inspections at the project locations, including the administrator's location if records are kept there for a compliance review for the requirements in the bond documents and loan agreements.

Deliverable: Completed inspection checklists within 30 days of the site visit. These checklists were provided under original contract, WA 1-07.

Task 2: Development of Asset Management Plans:

The contractor shall work with approximately 18 loan recipients to develop asset management plans. This task includes activities such as: develop handouts and power point presentations, training via web conferences and seminars, training on the Check UP Program for Small Systems (CUPSS) or equivalent, and review of the development of the assessments, submittals, reports, and AM plans for the minimum requirements for the DWSRF approval. The contractor shall monitor all projects until Bureau for Public Health (BPH) and WACOR approves their asset management plan.

Deliverable: Provide a monthly update on the status of all projects developing asset management until they have BPH approval.

Task 3: Maintaining the Asset Management Plan:

The contractor will assess the maintenance of approximately 20 approved asset management plan and provide guidance to water systems to assist with upkeep. The guidance may be provided during onsite visits, conference calls, and webinars.

Deliverable: Provide a monthly update on the status of approved asset management plans.

Task 4: Participate in Training Tasks

The contractor will prepare and provide training to DWSRF loan applicants, drinking water utilities, administrators, circuit riders, project engineers, and other professionals regarding the development of asset management plans and use of the CUPSS software. The contractor will participate in workgroup meetings with the USEPA and state stakeholders to contribute to the

development of asset management programs. The contractor will provide training regarding state and federal DWSRF program requirements and bond condition compliance, if needed. These activities will include participating in webinars and seminars and will be on-going throughout the period of performance of the work assignment.

Deliverable: Provide training materials within 60 days of task assignment by the EPA WACOR.

Task 5: Capacity Development Assessments:

The contractor will conduct capacity development assessments for up to 10 community water systems. This task includes gathering data through systems files, financial reports, and onsite interviews to assess the financial, managerial, and technical capacity to sustain their water system.

Deliverable: Up to 20 draft capacity development assessment reports for BPH review and approval.

Task 6: Technical Programmatic Support:

The contractor will provide technical support to the source water protection program by contributing to the revision of a source water assessment template and education/outreach materials for community water systems and the public, including an online data visualization tool; by participating in informational meetings; and reviewing up to 40 source water protection plans.

Deliverable: Provide technical review comments and recommendations for source water assessment templates, online application code and training on upkeep of the application, meeting notes from informational meetings, reviews for up to 40 protection plans, including written details on whether a plan meets requirements for approval within 60 days of the task assignment.

Task 7: Assist in Plan Development:

The contractor will provide assistance to WVBPH to develop and update source water assessments for up to 10 water systems. Such assistance may include: using electronic tools and templates to form the communication plan, management plan, and early warning monitoring plan; by facilitating protection team and public meetings; and by investigating pollutant source to surface water and creating mapping, as necessary.

Deliverable: Provide materials for up to 10 new or revised source water assessments approved by BPH.

Schedule of Deliverables (these may be adjusted via WACOR Technical Direction)

Task	Quantity	Due Date	LOE
Task 0	Work plan and Budget	Per contract requirements	N/A
Task 1	Project Site Visits	Within 30 days of the task assignment	12
Task 2	Develop approximately 18 Asset Management Plans and monitor project progress	At least monthly	150
Task 3	Maintaining approximately 20 Asset Management Plan	At least monthly	100
Task 4	Participate in Training Tasks	Within 60 days of the task assignment	8
Task 5	Up to 10 capacity development assessments	Within 60 days of the task assignment	0
Task 6	Technical and programmatic support for source water assessment program	Within 60 days of the task assignment	24
Task 7	Materials for up to 10 source water assessment reports	Within 240 days of the task assignment	24
		Total Level of Effort Hours	318

Travel: Contractor will be expected to do only local travel. All travel costs will be approved in advance by the WACOR.

Quality Assurance Surveillance Plan: All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

Conference/Meeting Guidelines and Limitations: The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-08**

Title: Construction and Grant Management Evaluation of Special Appropriations Act Projects

Work Assignment Contracting Officer's Representative (WACOR):

Emily Babbitt de Nicasio
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-9920
nicasio.emily@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Jamelya Curtis
US EPA
75 Hawthorne Street (WTR1)
San Francisco, CA 94105
(415)972-3529
curtis.jamelya@epa.gov

Period of Performance: January 1, 2016 through June 30, 2016

Background:

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

Objective:

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (Task 1) are intended to assess physical progress of construction and evaluate the grantee's compliance with the conditions of their EPA grant and work plan. Procurement reviews (Task 2) are intended to evaluate a grantee's established procurement system or the compliance of specific procurements with EPA regulations and

Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

Task 0: Work plan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause, B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); (c) a detailed estimate of travel expenses; and (d) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK.

Task 1: Conduct On-site Project Evaluations (PWS Section 3.34)

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter on-site evaluation (OSE) requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the standard evaluation form (Attachments 1 and 2)¹ during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically directed by the Work Assignment Contracting Officer's Representative (WACOR). Likewise, site visits should not be scheduled within six months of the date of the previous OSE (under this Work Assignment or the previous one), unless specifically directed by the WACOR.

For estimating purposes, it is expected that the contractor shall perform approximately 15 OSEs located in the following EPA Regions:

¹ The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

<u>EPA Region</u>	<u>Number of Site Visits</u>
Region IV	5
Region V	5
Region IX	5

Total Estimated OSEs = 15

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 1: An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with a financial management review, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

Task 2: Conduct Procurement Reviews (PWS Section 3.34)

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter procurement review (PR) and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).² Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

For estimating purposes, it is expected that the contractor will conduct approximately 5PR/PSRs with an average of 2 contracts per review.

Deliverables for Task 2: An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 3: Conduct Financial Management Reviews (PWS Section 3.34)

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter financial management review (FMR) requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the FMR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR

² The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).³ Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

For estimating purposes, it is expected that the contractor will conduct approximately 20 FMRs; they will either be done remotely or in conjunction with an OSE.

Deliverables for Task 3: An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.⁴ (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 4: Environmental Review Support (PWS Sections 1.3.1 and 2.6)

The contractor shall assist with the environmental review of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter environmental review (ER) requests into a shared online file. Technical direction to schedule and perform ERs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by

³ The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

⁴ Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise directed by the EPA WACOR.

the WACOR after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During an ER, the contractor may be asked to perform any or all of the following tasks to support EPA's development/issuance of a National Environmental Policy Act (NEPA) determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;⁵
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc);
- conduct literature surveys and communicate⁶ with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from "cross-cutter" agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- National Environmental Policy Act of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

⁵ EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

⁶ The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

For estimating purposes, it is expected that the contractor will support EPA with approximately 2 ERs.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,⁷ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion, but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer upon completion of each ER.

Task 5: Grantee Technical Support and Troubleshooting (PWS Sections 3.10 and 3.25)

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

Deliverables for Task 5: Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

Task 6: Work Assignment Progress Meeting and Progress Reports (F.2)

The contractor shall have a monthly call with the WACOR to ensure that any problems related to Tasks 1 - 3 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WACOR and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support

⁷ See Attachment 6 for a sample table of contents for a draft EA.

provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

Deliverables for Task 6: Quarterly progress tracking and summary reports are due by:

- March 31, 2016
- June 30, 2016
- September 30, 2016
- December 31, 2016

The master list should be provided at the conclusion of the Work Assignment.

OTHER REQUIREMENTS:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

GOVERNMENT FURNISHED DATA

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

QUALITY ASSURANCE SURVEILLANCE PLAN

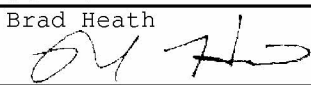
This work shall be conducted under the contractor's existing Quality Management Plan and does not require a separate Quality Assurance Project Plan. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>United States Environmental Protection Agency Washington, DC 20460</p> <p>Work Assignment</p> </div> <div style="border: 1px solid black; padding: 5px;"> Work Assignment Number 5-08 </div> </div>										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"></div> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001 </div> </div>										
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5		Title of Work Assignment/SF Site Name Construction and Grant Mgmt						
Contractor TETRA TECH, INC.			Specify Section and paragraph of Contract SOW N/A							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 05/19/2016 To 06/30/2016							
Comments: The purpose of this Amendment 1 is to change the WACOR to Jamelya Curtis (Phone: 415-972-3529; E-mail: curtis.jamelya@epa.gov) and to change the Alternate WACOR to Matt King (Phone: 202-564-2871; E-mail: king.matt@epa.gov).										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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Contract Period: 01/01/2011 To 06/30/2016						Cost/Fee: LOE:				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee LOE:				
Cumulative Approved:						Cost/Fee LOE:				
Work Assignment Manager Name Jamelya Curtis <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 415-972-3529				
						FAX Number:				
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Construction and Grant Mgmt				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 05/19/2016 To 06/30/2016					
Comments: This Work Plan Approval incorporates Amendment 1.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$272,243.00		1,980						
Total:		\$272,243.00		1,980						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$272,243.00		LOE: 1,980						
Cumulative Approved:		Cost/Fee \$272,243.00		LOE: 1,980						
Work Assignment Manager Name Jamelya Curtis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 415-972-3529				
						FAX Number:				
Project Officer Name Robert Powell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name Construction and Grant Mgmt				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 10/31/2016					
Comments: The purpose of this Amendment 2 is to revise Task 4 and to add an additional Task 7.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011 To 10/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Matt King <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-566-1597				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>8/4/2016 _____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-08
AMENDMENT 2**

Title: Construction and Grant Management Evaluation of Special Appropriations Act Projects

Work Assignment Contracting Officer's Representative (WACOR):

Matt King
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-2871
nicasio.emily@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Jamelya Curtis
US EPA
75 Hawthorne Street (WTR1)
San Francisco, CA 94105
(415)972-3529
curtis.jamelya@epa.gov

Period of Performance: July 1, 2016 through October 31, 2016

Background:

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

Objective:

The purpose of this amended performance works statement is to designate Matt King as the primary WACOR. Jamelya Curtis will be designated as the alternate WACOR. Additionally, the amendment will amend task 4 and create a new task known as task 7.

Task 4: Environmental Review Support (PWS Sections 1.3.1 and 2.6)

The contractor shall assist with the environmental review and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter environmental review (ER) requests into a shared online file. Technical direction to schedule and perform ERs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WAM. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WAM after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a National Environmental Policy Act (NEPA) determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;¹
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc), and reports on such analyses (e.g.,

¹ EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc);

- conduct literature surveys and communicate² with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from “cross-cutter” agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.
- monitor construction of SAAP projects to ensure/facilitate compliance with mitigative measures developed to comply with NEPA and cross cutter laws, including on-site construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- National Environmental Policy Act of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

For estimating purposes, it is expected that the contractor will support EPA with approximately 2 ERs.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,³ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion, but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer upon completion of each ER.

² The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

³ See Attachment 6 for a sample table of contents for a draft EA.

Task 7: Transitional Support

In anticipation of the possibility that the current contract could expire, the contractor will prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

Other Requirements:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

Government Furnished Data:

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

Quality Surveillance Plan:

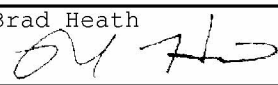
This work shall be conducted under the contractor's existing Quality Management Plan and does not require a separate Quality Assurance Project Plan. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 5			Construction and Grant Mgmt				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2016 To 10/31/2016					
Comments: This Work Plan Approval incorporates Amendment 2 and a funding ceiling of \$500,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$272,243.00		LOE: 1980						
01/01/2011 To 10/31/2016										
This Action:		\$377,708.00		2,320						
Total:		\$649,951.00		4,300						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 08/17/2016		Cost/Fee \$377,708.00		LOE: 2,320						
Cumulative Approved:		Cost/Fee \$649,951.00		LOE: 4,300						
Work Assignment Manager Name Matt King						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-1597				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 12/31/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 5			Construction and Grant Mgmt				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose:					Period of Performance					
<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 11/01/2016 To 12/31/2016					
Comments: The purpose of this Amendment 3 is to remove the funding ceiling and to extend the work assignment period of performance through December 31, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011 To 12/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Matt King							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-1597			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name Jamelya Curtis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 415-972-3529			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature) 12/8/2016 (Date)							Phone Number: 513-487-2352			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES WQ Tech Support				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Laura Phillips <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-0741 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>12/30/2015 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-09**

TITLE: National Pollutant Discharge Elimination System (NPDES) Program Water Quality Technical Support.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Laura J. Phillips
U.S. Environmental Protection Agency
EPA Headquarters
Office of Wastewater Management
Water Permits Division
1200 Pennsylvania Avenue, NW Mail Code (4203M) (U.S. Postal only) 1201
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Washington, D.C. 20460

E-mail: phillips.laura@epa.gov
Phone: 202-564-0741
Fax: 202-564-9544

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Jackie Clark
U.S. Environmental Protection Agency
EPA Headquarters
Office of Wastewater Management
Water Permits Division
1200 Pennsylvania Avenue, NW Mail Code (4203M) (U.S. Postal only) 1201
Constitution Ave. N.W.
Washington, D.C. 20460

E-mail: clark.jackie@epa.gov
Phone: 202-564-6582
Fax: 202-564-9544

PERIOD OF PERFORMANCE: January 1, 2016 through June 30, 2016

BACKGROUND: The tasks under this work assignment are continued work from the previous WA 4-09. The Water Permits Division, within the Office of Wastewater Management (OWM),

is responsible for the development and implementation of the National Pollutant Discharge Elimination System (NPDES) permits program. This program regulates point source discharges of pollutants to surface waters of the United States. The Clean Water Act (CWA) and other relevant Federal statutes provide the statutory authority and basis for the NPDES permits program. The appropriate implementation of new or revised EPA criteria and State water quality standards (WQS) under the NPDES permits program is critically important for compliance with EPA's NPDES regulations and the goals of the CWA. Therefore, development of NPDES permits program water quality (WQ) guidance and providing NPDES training to EPA Regions/States (i.e., for WET) are an important part of the NPDES program mission.

PERFORMANCE WORK STATEMENT (PWS):

TASK 0 (Contract PWS General, 3.15): **Work Plan, Monthly Progress Reports and Quality Assurance Project Plan Development or Revision (as necessary). EPA estimates 25 LOE to support the administration of the work assignment and the QAPP.** The contractor shall develop a work plan in accordance with the contract requirements. The contractor's work plan shall include a schedule, staffing plan, level of effort (LOE), and a cost estimate for each task and subtask (for tasks #3 and 5 only), the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. This task also includes a requirement for the contractor to provide monthly progress for each task. Monthly progress reports must include a break out of the LOE hours and cost for each task in this work assignment (WA). In particular, the contractor is to track and provide to the EPA WACOR the LOE hours expended each month under this work assignment for the development, revision, and any activities related to the Quality Assurance Project Plan (QAPP) for this work assignment.

Task 1 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,5.12,5.13, and 6.0): **Bioassessment and Integrated Criteria Technical Support. EPA estimates 2 LOE hours will be required for this task.** This task is a continuation of work from the previous WA 4-09. EPA is requesting that the contractor provide NPDES program technical support on evaluating possible issues or concerns with the integration of bioassessment or integrated criteria into the NPDES program especially with respect to the application of (or possible challenges to) EPA's long standing policy of *independent applicability*. The contractor shall provide expert support to the EPA WACOR on the technical (scientific) evaluation of the possible issues, questions and concerns with bioassessment and/or integrated criteria when used to make reasonable potential (RP) determinations of excursions above State WQS for aquatic life protection (i.e., WET) and/or chemical specific criteria as the basis for NPDES permit limits and for permit limit compliance. For planning purposes the contractor shall assume participation in possibly a one hour conference call using EPA conference call lines.

Task 1 Deliverables: The contractor shall provide technical support to EPA on NPDES permits program implementation for questions or issues as provided by the EPA WACOR to the contractor concerning independent applicability, bioassessment and integrated criteria.

Task 2 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,5.12,5.13, and 6.0): EPA Water Quality Criteria (WQC) NPDES implementation technical support. EPA estimates 33 LOE hours will be required for this task.

This task is a continuation of work from the previous WA 4-09. EPA is requesting that the contractor provide technical support on evaluating possible NPDES permits program implementation implications based on EPA NPDES States adoption (or EPA Regions permit issuance for non-NPDES States) of EPA's Office of Science and Technology (OST) WQC such as their 2016 draft selenium or initial 2016 draft aquatic life protection WQC. This task will involve the contractor participating in conference calls (using EPA conference call lines) to provide water quality criteria (WQC) expert technical support for National Pollutant Discharge Elimination System (NPDES) permits program implementation of revised WQC (i.e., selenium or aquatic life protection) during EPA internal workgroup conference calls or calls with the EPA WACOR.

For example, the contractor may be requested to participate in NPDES workgroup selenium conference calls of up to one hour, as requested by the WACOR, over the next six months of up to three calls. For planning purposes the contractor shall assume that there may be additional revisions to the existing set of frequently asked questions and answers (FAQs) as requested by the WACOR for up to six questions and responses. There may be one or two more overall revisions based on EPA HQ manager and/or EPA Regional review comments. The contractor may be requested to develop up to five power point slides (text and/or graphics) which will be used to communicate to EPA management complex WQC concepts and NPDES implementation issues for the final draft selenium or new draft aquatic life protection WQC.

The EPA WACOR will establish a deliverable schedule with the contractor once questions or materials are received from other EPA offices. The EPA WACOR will provide review comments back to the contractor on draft deliverables and the contractor shall revise the draft materials within up to two weeks of receiving EPA's review comments.

Task 2 Deliverables: The contractor shall provide technical support to EPA on NPDES program implementation of EPA's WQ criteria (2016 draft selenium and initial draft 2016 aquatic life protection WQC) as provided through a written technical directive from the EPA WACOR to the contractor on questions received or issues identified concerning NPDES permits. For planning purposes the contractor shall assume that the deliverables are due to the EPA WACOR within one week within one week after the EPA WACOR's written technical direction to initiate work.

Task 3 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): EPA NPDES National WET Program and Regional WQ Technical Support. EPA estimates an overall total amount of 235 LOE hours for Task 3 for both the National NPDES WET Task and for Subtask 1 which is technical support specifically provided to EPA Region 6 through the EPA WACOR.

National NPDES WET Task: For the National Task there will be 15 LOE hours initially allocated under this PWS for this task. This task is a continuation of work from the previous WA 4-09. The contractor shall provide NPDES permit program and WQ expert technical support (i.e., WET) to EPA on issues concerning State (e.g., R4 States such as NC, KY, SC, GA) NPDES WET implementation including their RP WET implementation procedures (IP). EPA estimates up to 2 pages of questions or comments on NPDES WET issues from R3, R4 or R8 which will be provided to the contractor by the EPA WACOR. The WET questions received may include but are not limited to: species sensitivity, monitoring, Toxicity Identification Evaluations/Toxicity Reduction Evaluations (TIEs/TREs), WET data statistical analysis or interpretation (i.e., EPA's 1991 Technical Support Document [TSD] or 2010 TST document), WET mining or oil and gas permit issues. For planning purposes, the contractor shall assume there may be up to two one hour conference calls using EPA's conference call lines. Finally, under Task 3 there is a Subtask 1 for EPA Region 6 with LOE hours allocated just for R6 NPDES WET technical support.

Task 3 National WET Program Deliverables: The contractor shall provide technical support to EPA on NPDES WET program implementation based on questions or issues provided by the EPA WACOR to the contractor. For planning purposes the contractor shall assume that the deliverables are due to the EPA WACOR within one week after the EPA WACOR's written technical direction to initiate work.

Subtask 1 (EPA Region 6 WET work): EPA estimates a LOE of 220 hours for Subtask 1.

All work requested under this Subtask 1 will be transmitted to the contractor through the EPA WACOR through a written technical directive (TD) and/or phone calls. The work was initiated under WA 4-09 (amendment three) under this subtask. EPA Region 6 (R6) has requested that the WET expert technical support provided under this subtask is done according to the following prioritization outlined below (unless otherwise directed by the EPA WACOR based on direction received from EPA R6). For planning purposes, the contractor shall assume there may be up to six one hour conference calls using EPA's conference call lines and/or EPA's *Adobe Connect* webinar system (i.e., for mentoring/training EPA R6's new WET coordinator) concerning the work requested under this subtask especially with respect to EPA R6 permits program WET implementation issues and preparing for EPA R6 WET training course(s) in 2016.

The first priority: The contractor shall provide NPDES WET expert technical support to EPA R6 through the EPA WACOR on issues concerning NPDES WET permits program implementation for one or more of the EPA R6 States (e.g., TX, OK, LA, AR, NM). An ongoing emphasis of this first prioritized R6 technical support request is to provide mentoring/training for R6's recently hired employee as their new NPDES WET Coordinator who will represent R6 on all WET matters including working with R6 NPDES States. The individual mentoring/training of EPA R6's new WET Coordinator will be accomplished using any of the following approaches as directed by the EPA WACOR who will closely coordinate with EPA R6 managers: up to one hour periodic scheduled conference calls using EPA conference call lines for WET topic focused discussions (i.e., WET test methods, Toxicity Identification

Evaluations/Toxicity Reduction Evaluations [TIE/TREs], total dissolved solids [TDS], conductivity, species sensitivity choices, etc.); or a series of short one to two hour webinars (EPA *Adobe Connect*) using existing EPA HQ national NPDES WET training modules.

EPA estimates up to 10 pages of questions or comments on NPDES WET issues from R6 which will be provided to the contractor by the EPA WACOR. The WET questions received may include but are not limited to: species sensitivity and selection, type of and frequency of WET monitoring, TIEs/TREs, WET test data statistical analysis and/or interpretation, review of WET permit conditions, expert technical explanation and/or interpretation of EPA's WET test methods, recommended WET test data statistical analysis approaches, and WET applications (including WET test data analysis and toxicity impact issues) with respect to mining or oil and gas permit effluent NPDES permitted discharges.

The second priority: The contractor shall complete an EPA R6 permit quality review (PQR) checklist (8 pages, provided electronically) for each R6 state permits (including the fact sheets) of up to 70 pages each in length which will be identified by EPA R6. EPA R6 is developing their schedule for FY16 and will contact the EPA WACOR who will transmit the information to the contractor to coordinate a mutually feasible schedule for the work requested by the EPA R6.

The third priority: The contractor shall provide technical support and expertise in providing up to two EPA HQ national WET training courses in either late February or March 2016 (exact dates to be determined as R6's planning proceeds) in an EPA R6 (Dallas, TX) provided office location using established U.S. EPA HQ national WET training materials provided by the EPA WACOR. The contractor shall provide up to two technical NPDES WET experts who will support EPA in delivering these EPA HQ-R6 NPDES WET courses. The first course shall be taught to EPA R6 NPDES permits employees during two and half eight-hour days followed directly by the second course taught to EPA R6's NPDES States (with EPA R6 NPDES permits staff in attendance) for two and a half eight-hour days to minimize travel and other associated training costs. Therefore, the two courses may be taught in the same week with the EPA R6 course provided first and then directly followed by a course provided to the EPA NPDES R6 states or at different times because R6 is still re-confirming if their states still want a course. For planning purposes the contractor shall assume that both courses are happening and taking place in the same week (Monday – Friday). The contractor shall use existing EPA Headquarters NPDES WET training course materials previously developed with the EPA WACOR under this contract, but the contractor may be directed by the EPA WACOR to slightly modify the course materials (i.e., R6 TIE/TRE case examples, R6 permit and WET data review class exercises) to tailor the course for topic areas to receive additional focus per EPA R6. Prior to the course(s) there will be several conference calls using EPA conference call lines to work with EPA R6 in planning and preparing for the courses. For planning purposes, the contractor shall assume up to two one-hour calls per month with the EPA WACOR and EPA R6. The EPA WACOR and R6 will make all the training course logistical arrangements. EPA will print, assemble and distribute the course book and any training materials to EPA R6 and states.

Sub-Task 1 Deliverables:

1st Priority: The contractor shall provide ongoing technical support to EPA R6 on NPDES WET permits program implementation issues through the EPA WACOR for the WET technical areas identified above in the subtask description. For planning purposes the contractor shall assume that the deliverables are due back to the EPA WACOR the same day or within one week depending on the length and complexity of the technical requests from R6 after receiving the requests from the EPA WACOR's either verbally or based on a written technical direction.

2nd Priority: The contractor shall provide completed draft PQR state review checklists (for states which will be identified by EPA R6 to the EPA WACOR) within two weeks of receipt of the permits and fact sheets from the EPA WACOR. After EPA R6 through the EPA WACOR has provided back review comments on the contractor's draft PQR state checklists the contractor shall revise the checklists according to EPA's comments and provide back the final draft PQR state checklists.

3rd Priority: The contractor shall provide up to two technical NPDES WET experts who will support EPA in delivering to EPA R6 NPDES staff and/or their NPDES states NPDES WET national training course that will be slightly modified to tailor it to include R6 case examples (see above subtask description). The courses will take place at an EPA R6 office training location (Dallas, TX) and are currently estimated to be scheduled for late February or March 2016. However, planning and course materials preparation for the R6 NPDES WET courses will begin in early January 2016 as directed by the EPA WACOR. The contractor shall deliver the final course materials to the EPA WACOR by the early February 2016 if the courses are to take place at the end of February (otherwise if the courses are in March 2016 or later the deliverable schedule will be appropriately modified through a technical directive from the WACOR) on a CD and with one camera ready hard copy suitable for reproduction by EPA.

TASK 4 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): NPDES Reasonable Potential (RP) State Assessment Pilot Project. EPA estimates 106 LOE hours will be required for this task.

This task is a continuation of work from the previous WA 4-09. EPA HQ is continuing to review state water quality standards (WQS) and NPDES reasonable potential (RP) implementation procedures (IPs) or reference materials for three water quality (WQ) parameter areas: whole effluent toxicity (WET), toxics, and nutrients. The EPA WACOR may provide to the contractor electronically and/or a hard copy additional state WQS and RP IPs for the three WQ parameter WQ areas as EPA Regions provide them for the states that the contractor has already reviewed under WA 4-09 for possible revisions to existing draft state RP summaries (after EPA Regions send to the EPA WACOR their review comments which were due to the WACOR 11/25/15 but have not come in to date, except for EPA Region 4). For planning purposes, the contractor shall assume there may be up weekly or biweekly one hour (or less – half hour) conference calls (using EPA conference call lines) per month usually with the EPA RP pilot workgroup team or the EPA WACOR only.

During the EPA conference calls (i.e., workgroup meetings, calls with EPA WACOR only) the contractor shall provide NPDES permits program expert technical support for three parameters (toxics, nutrients, whole effluent toxicity [WET]). For planning purposes the contractor shall assume that the contractor in Phase II of the RP Pilot Project will be just discussing and revising the existing draft state summaries completed by the contractor under WA 4-09 with the HQ RP Pilot Project Team and/or EPA Regions or and/or their States (with EPA present). The contractor may be requested to develop up to four power point slides (text and/or graphics) which will be used to communicate to EPA management the current state status and/or issues concerning NPDES RP assessments and implementation approaches under the NPDES permits program for protecting state WQS. The EPA WACOR will establish a deliverable schedule with the contractor for the revision of existing draft state RP summaries (or possibly new state reviews if materials are received from EPA Region 1 which has 5 remaining states to be individually reviewed). The EPA WACOR will provide review comments back to the contractor on draft deliverables and the contractor shall revise the draft materials within up to two weeks of receiving EPA's review comments.

Task 4 Deliverables: The contractor shall deliver revised draft state RP summaries for the states the contractor has already completed under WA 4-09 (and possibly up to 5 new states if necessary for EPA Region 1). The contractor shall provide technical support if requested by the EPA WACOR through a written technical directive for the technical support and items described above.

TASK 5: Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): Expert Whole Effluent Toxicity (WET) Test Method and Statistical Technical Support EPA estimates a total of 61 LOE hours will be necessary to complete the work outlined under the two subtasks below (each with individual allocated LOE). This task is a continuation of work from the previous WA 4-09. EPA HQ in coordination with two offices located at Headquarters is continuing to review and respond to stakeholder challenges concerning the implementation of WET under the NPDES permits program. This task was designed to provide specific expert technical support with respect to EPA's WET test methods, approaches to analyzing WET test data (statistically) and the review of laboratory WET test data analytical reports. The EPA WACOR through technical directives will direct and coordinate with the contractor on what work is needed and in what order or by when (prioritization of work) for the two EPA offices that this task supports. The two HQ offices are the Office of General Counsel (OGC) and the Engineering and Analytical Support (EAS) Branch of the Engineering and Analysis Division (EAD) in the Office of Science and Technology (OST) located in Washington, D.C. However, all work will be done through the EPA WACOR using E-mails and conference calls (using EPA conference call lines) through the EPA WACOR. There may be occasional local meetings at the EPA's Headquarters offices. Allocated LOE per subtask will be tracked by the contractor by subtask and is limited to the LOE allocated to each subtask. All necessary documents, data, and reference materials will be provided to the contractor through the EPA WACOR by E-mail in electronic files (i.e., WORD, Excel, Complex Effluent Toxicity Information System [CETIS] WET test data reports) and/or as hard copies. The EPA WACOR will coordinate the work between the respective EPA offices and the contractor using technical

directives including the requested deliverable delivery date(s) (usually within up to two weeks from receipt of materials unless a more urgent deadline is required) concerning the review of materials provided to the contractor for review and/or in arranging conference calls and meetings.

Subtask A: WET technical support through EPA WACOR to Engineering and Analytical Support (EAS) Branch under EPA's Engineering and Analysis Division (EAD)/Office of Science and Technology (OST). EPA estimates a total of 56 LOE hours will be necessary to complete the work outlined under Subtask A.

All work performed under this subtask will be initiated by the EPA WACOR only using a technical directive. The EPA WACOR may direct the contractor to provide expert WET technical support to the EAS Branch in answering questions about EPA's freshwater and/or saltwater EPA WET test methods and including especially explaining various statistical approaches for analyzing WET test data. For planning purposes, the contractor shall now assume there may be up to eighteen conference calls of up to one hour with the EPA WACOR and/or EPA managers and/or staff using EPA's conference call lines and possibly up to two one hour meetings at HQ with the EAS Branch. In addition, the EPA WACOR may direct the contractor to review up to twenty pages (*depending on the technical or overall complexity of the materials which could reduce the total number of pages to be reviewed*) of (either or combination of): (a) EPA draft document language prepared by the EPA EAS branch for scientific technical correctness only (i.e., WET test methods consistency, correct description of statistical approaches and applications); and/or (b) incoming language or parts of documents that the EPA EAS branch needs to technically evaluate with respect to EPA's WET test methods and recommended statistical approaches for evaluating WET test data. The EPA WACOR will work with the EAS branch to establish deliverable delivery date(s) (usually within up to two weeks from receipt of the technical directive unless a more urgent deadline is required) concerning the review of materials provided to the contractor for review and/or in arranging conference calls and meetings.

Subtask B: WET technical support through EPA WACOR to EPA's Office of General Counsel (OGC). EPA estimates a total of 5 LOE hours will be necessary to complete the work outlined under Subtask B.

All work performed under this subtask will be initiated by the EPA WACOR only using a technical directive. The EPA WACOR may direct the contractor to provide OGC with expert WET technical support in answering questions about EPA's freshwater and/or saltwater EPA WET test methods including explaining various statistical approaches for analyzing WET test data. The work under this subtask will continue from previous work done under WA 4-09 for the ongoing past WET litigation under WA 5-09 unless EPA gets a favorable court decision for EPA ending the existing litigation (which if it happens the EPA WACOR will notify the contractor in a written technical directive as quickly as possible). For planning purposes, the contractor shall assume there may be up to 2 conference calls (using EPA conference call lines) of up to one hour with the EPA WACOR and/or EPA managers and/or staff and possibly an one

hour meeting at HQ with EPA's OGC working on NPDES WET permits program implementation questions or challenges.

OGC may require expert WET technical support in two main areas. The first area of support would involve the contractor answering questions on the differences between point estimate and hypothesis test statistical approaches when evaluating WET test data as described in EPA's WET test methods or based on EPA Regional or NPDES state permitting approaches. Under this same context of NPDES WET permit program implementation OGC may require technical explanation about various WET test endpoints for either or both acute and chronic measurements of toxicity (e.g., LC50, IC25, NOEC, etc.) and information in Table 1A of EPA's WET test methods. The second area of technical support involves the contractor reviewing up to 10 pages (*depending on the technical or overall complexity of the materials which could reduce the total number of pages to be reviewed*) of (either or combination of): (a) EPA draft document language prepared by the OGC for scientific technical correctness only (i.e., WET test methods consistency, correct description of statistical approaches and applications); and/or (b) incoming language or parts of documents that the OGC needs to technically evaluate with respect to EPA's WET test methods and recommended statistical approaches for evaluating WET test data. For example, the contractor shall provide expert WET technical support to OGC on challenges to the implementation of the NPDES WET permits program including complex technical arguments regarding the analysis of WET test data (statistical approaches) used for making reasonable potential (RP) determinations and requiring WET water quality-based effluent limits (WQBELs). The contractor shall provide expert technical support in reviewing incoming language (i.e., documents, excerpts from documents) sent to EPA challenging the NPDES WET permits program and/or drafting for EPA's review draft responses with respect to EPA's WET test methods or recommended WET test data analytical statistical approaches. After OGC has reviewed the contractor's draft deliverables and provided review comments back to the contractor through the EPA WACOR the contractor shall revise the draft deliverables within a time frame specified by the EPA WACOR.

The EPA WACOR will work with the OGC to establish deliverable delivery date(s) (usually within up to two weeks from receipt of materials unless a more urgent deadline is required) concerning the review of materials provided to the contractor for review and/or in arranging conference calls and meetings.

Task 5 Deliverables: Task 5 deliverables are as indicated in each of the above subtasks A and B and will be initiated and scheduled through written technical directives by the EPA WACOR.

QUALITY ASSURANCE (QA) STATEMENT: EPA estimates that a total of 5 LOE hours (*taken from Task 0 LOE allocation*) will be required to update the previous QAPP from the prior work assignment (4-09) under this same contract. A Quality Assurance Project Plan (QAPP) may be required for Tasks 1-3 and 5 but is not required for Tasks 0 and 4. Since the work requiring a QAPP is continued work from the previous work assignment 4-09 the existing QAPP may be updated and revised pursuant to this work assignment 5-09 and thereby not only ensure consistency between work assignments but also minimize unnecessary expenditures by

reusing those parts of the previous QAPP which are still applicable to the continued work under work assignment 5-09. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP). The contractor shall submit the revised QAPP within 15 days of the submittal of the work plan.

SPECIAL REPORTING REQUIREMENTS: Reports shall be submitted in accordance with the contract. In addition, the contractor shall immediately notify the EPA WACOR when 75% of the contract funding or labor hours have been utilized and shall not continue performing work beyond the established work assignment funding ceiling. The contractor shall track and provide to the WACOR in the monthly reports an accounting of all LOE hours and ODCs on QA activities for this work assignment. All text deliverables shall be compatible with the Microsoft Word currently used by the Water Permits Division and provided in electronic format (i.e., CD) to the WACOR. The contractor shall provide monthly status reports to the WACOR via phone or E-mail and attend periodic status meetings via conference lines set up by EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks and DVDs submitted to the EPA WACOR shall be scanned for, and identified as free from viruses. The contractor shall submit drafts and final products in hard copy as well as on the appropriate size disk in a format compatible with Water Permits Division hardware.

RESOURCE ESTIMATES (LOE):

EPA estimates that 462 LOE hours will be required to complete the work under this work assignment.

GOVERNMENT RESPONSIBILITIES: The WACOR will continue to provide to the contractor necessary information or documents required by the contractor to perform tasks under the current work assignment, especially for the information or documents specifically referenced under Tasks 1-5 as being provided to the contractor as existing EPA materials.

SURVEILLANCE PLAN: *(discussed in the contract).*

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS. The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	<p>The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR and Project Officer (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and Project Officer will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and Project Officer will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA Project Officer will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA Project Officer and EPA WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES WQ Tech Support				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2016 To 06/30/2016				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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This Action:		\$60,093.00		460						
Total:		\$60,093.00		460						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/08/2016		Cost/Fee \$60,093.00		LOE: 460						
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Work Assignment Manager Name Laura Phillips						Branch/Mail Code:				
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Project Officer Name Robert Powell						Branch/Mail Code:				
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Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>2/4/2016 _____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-09
AMENDMENT 1**

TITLE: National Pollutant Discharge Elimination System (NPDES) Program Water Quality Technical Support.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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PERIOD OF PERFORMANCE: February 4, 2016 through June 30, 2016

PURPOSE: To amend the work assignment to add a new Subtask 2 under Task 3 (*EPA NPDES National Whole Effluent Toxicity [WET] Program and Regional Water Quality [WQ] Technical Support*). Under Subtask 2 the contractor shall provide NPDES WET technical expert support; computer production and graphics support; and editorial support to take the existing U.S. EPA Headquarters freshwater and saltwater NPDES WET training courses (presently in Microsoft power point files) which have been taught in EPA Regions and their states to develop a web compatible on-line NPDES WET course. The final on-line NPDES WET course will be posted to EPA's HQ (Water Permits Division/Office of Wastewater Management [WPD/OWM]) NPDES website as has been done before by this contractor under another work assignment (WA 2-03, EP-C-05-046 in FY09 and FY10) for a different EPA HQ *NPDES basic permit writers' course*. The NPDES WET on-line course will be available not only to EPA Regions, NPDES and non-NPDES states, and tribes but also to the general public. Therefore, the course will be required to meet EPA's 508 and any other EPA website format requirements as was done for the previous NPDES basic permit writer's course.

BACKGROUND INFORMATION: No change.

PERFORMANCE WORK STATEMENT (PWS):

TASK 0 (Contract PWS General, 3.15): Work Plan, Monthly Progress Reports and Quality Assurance Project Plan Development or Revision (as necessary). No change.

Task 1 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,5.12,5.13, and 6.0): Bioassessment and Integrated Criteria Technical Support. EPA estimates 2 LOE hours will be required for this task. No Change.

Task 2 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,5.12,5.13, and 6.0): EPA Water Quality Criteria (WQC) NPDES implementation technical support. No change.

Task 3 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): EPA NPDES National WET Program and Regional WQ Technical Support. The contractor shall track the LOE hours expended separately for each of the Tasks below so as to maintain the allocated funding under each (National NPDES WET Task (to provide technical support for any of EPA's Regions); Subtask 1 (technical support just for EPA R6); and Subtask 2 (technical support to just develop an on-line NPDES WET course).

National NPDES WET Task: No change.

Subtask 1 (EPA Region 6 WET work): No change.

Subtask 2 EPA HQ NPDES WET On-line Course for EPA WPD/OWM's NPDES Website:

Phase I – The EPA WACOR will work with the contractor to review and update the current EPA HQ NPDES WET courses (Microsoft Power Point) developed under prior work assignments with this contractor (which EPA estimates should not take too much revision given they have been reviewed by EPA numerous times) before using them to develop an EPA HQ NPDES WET on-line course. Once that is completed, the EPA WACOR will work closely with the contractor to design and develop the scope of the EPA NPDES WET on-line course using existing EPA NPDES WET freshwater and/or saltwater course materials based on EPA's 2002 ratified WET test methods (and possibly EPA's west coast WET guidance methods) and EPA's NPDES permits program regulations, policy and guidance (i.e., *NPDES 1991 Technical Support Document [TSD] for Water Quality Toxics Control*). The EPA WACOR and the contractor will work together to review and revise, as necessary only, the current EPA NPDES WET course materials for appropriate revisions and/or to remove those course materials not to be covered *under the on-line NPDES WET course*. For example, the EPA WACOR and the contractor shall review and discuss possible parts of the current course materials in each of the modules and exercises that may be too complicated for a public viewer to comprehend without a live instructor present to ask questions or get clarification and/or discussion in course slides or exercises that address topics which historically or presently are EPA "policy calls" rather than established or settled positions. EPA believes some of these topics or concepts should only be and/or are better covered at an in-person live course with EPA instructors to clarify the discussion for possible unclear or complicated topics/concepts. As part of this preliminary work the EPA WACOR and the contractor during the editing process will decide who will present each of the modules (slides) including incorporating switching speakers so as not to make the overall on-line presentation too monotone for the viewer. The EPA WACOR from the previous EPA on-line *Basic NPDES Permit Writers* course suggested that this is a good opportunity for this initial production discussion because it can be more efficient since the modules (slides) are being gone over anyway. This part of the project may require the EPA WACOR to meet with the contractor in person at EPA HQ or mutual location.

As part of the scoping of this project the EPA WACOR working closely with the contractor shall develop approximately three brief outlined proposals (written with visuals) for the purpose of demonstrating to EPA managers the options of what the EPA NPDES WET on-line course can contain and how it can be presented including various automated selection options (i.e., toggles) for the viewer (user of the course on-line). The briefing by the contractor can include a schematic flow chart of possible course mechanics and a mini-demo to illustrate possible on-line course production efficiency even with multiple course areas covered (freshwater, saltwater, etc.) as well as optimizing a user-friendly on-line course for the viewer. The up to three options will be presented by the contractor during a meeting with the EPA WACOR and EPA managers either using EPA conference call lines and EPA's Adobe Connect and/or in person at EPA Headquarters using EPA conference rooms (equipped with computer docking stations, large presentation screens, conference phones). The first proposed option would include only presenting EPA's current HQ NPDES freshwater modules (based on EPA's 2002 ratified WET test methods). The second proposal would include only presenting EPA's current HQ NPDES freshwater and saltwater modules with, where appropriate, combining the freshwater/saltwater

presentations with automated selection toggle buttons or links within the course presentation to switch back and forth between freshwater versus saltwater species and/or acute versus chronic (including sublethal test endpoints) test applications. Similarly, the third option would also add in EPA's guidance for west coast WET test species and test methods with similar automated selection toggle buttons or links within the course presentation to switch back and forth from the main EPA HQ freshwater presentation (based on EPA's 2002 ratified WET test methods) to east coast (2002 ratified marine/estuarine WET test methods) and west coast saltwater species (EPA guidance) as well as acute or chronic (including sublethal test endpoints) test applications. The final milestone for Phase I will include final EPA HQ NPDES course materials ready for use to develop the on-line course materials and a final selection decision by EPA HQ managers through the EPAWACOR of which of the up to three options for an EPA on-line NPDES WET course to use. ***The contractor shall have presented the up to three options to EPA HQ managers by or before February 12, 2016 (unless later due to EPA managers' schedules) and delivered revised final draft EPA HQ NPDES WET course materials by or before 2/22/16.***

Phase II - The contractor shall begin the on-line NPDES WET course development and production plan (basic strategy) working closely with the EPAWACOR (also EPA HQ's NPDES WET instructor and National NPDES WET Coordinator for EPA Regions and States) by completing the on-line course design and format including 508 compliance, menu driven applications, website posting requirements, EPA compatible software, and EPA requirements for EPA official Agency logos (including positioning, etc.) and/or backgrounds. The contractor shall use (unless a more efficient and compatible software is necessary) the "Articulate Presenter" (or comparable software) presentation development software that was used for the past *EPA NPDES Basic Permit Writers* on-line course. Using the "Articulate Presenter" (or comparable) software, the contractor shall develop an automated "Certificate of Completion" to be provided to users that successfully complete the entire EPA HQ NPDES WET course (if the latest version of the presentation development software still provides this feature). The EPA WACOR will work with the contractor to develop the opening remarks or introduction which will be part of the on-line course as well as the EPA required written disclaimer statements which will both appear on screen and be read by one of the course instructors. The contractor working with the EPA WACOR will begin drafting the scripts for the narration over the on-line NPDES WET course slides for each course module and refine the scripts based on review and comment by both the contractor and the EPAWACOR working collaboratively (exchanging scripts to ensure that they make sense to a different reader and to identify possible areas for transition from one speaker [module instructor] to the next speaker when the course module narration is recorded). Once a first draft is completed the EPAWACOR (and possibly EPA managers) will review and approve of the scripts and format design and production plan. ***The final milestone for Phase II is to deliver final scripts approved by EPA HQ for use when recording the narration for the on-line course module by or before April 1, 2016.***

Phase III: With finalized scripts and identified speakers for each of the modules, preliminary course opening remarks or introductions, and identified transitions of speakers between modules, etc. as described in Phase II the actual recording of the narration can begin to deliver draft recordings which will be closely reviewed by the contractor and the EPA WACOR before combining the final narration audio with the actual visual module slides. There will be a few to possibly several review and modification of the narration and the draft final product including beta testing with EPA HQ staff prior to uploading to EPA HQ's NPDES website. The contractor shall draft a fact sheet to announce the EPA NPDES WET on-line course for use with the EPA's communication strategy, public announcement releases (EPA Regions, states, stakeholders, EPA briefings and public meetings or workshops), and possible posting on EPA's NPDES website with links to the on-line course.

The very first step is for the EPA WACOR as the EPA instructor and the contractor instructors to meet and record the final scripts for each course module. Based on previous EPA and contractor experience, EPA anticipates that up to at least two modules can be recorded during a session of a half day or possibly longer depending on the modules and because based on past experiences it may two – three recordings for each slide in a module (the contractor should contact their colleagues who produced the *NPDES Basic Permit Writers* on-line course for session planning). In addition, as a result of the actual recording of the script it may be determined that the script may require further refinement to improve the flow of the narration or to better clarify the messaging or emphasize concepts. Once approximately four or five modules have been successfully recorded, the EPA WACOR and the contractor may have other EPA and/or contractor staff (or EPA managers) listen to the recorded modules to make sure that the narration comes across successfully for the user and to check that the recorded script matches the written script which will appear on the on-line course as part of the 508 EPA requirements. After the recording of the narration scripts are satisfactorily corrected, the contractor shall send the EPA WACOR the final draft version of the recordings for a final review prior to combining with the visual course module slides.

The final review production step is for the contractor to establish an EPA internal only (not live) intra-agency link or site for selected EPA HQ staff and the contractor to *Beta test* the draft final on-line EPA HQ NPDES WET on-line course prior to it being posted "live." The EPA WACOR working closely with the contractor will review the feedback from the Beta testing trials and revise and finalize the on-line WET course, as necessary, for possible concept refinements for better viewer understanding, errors in the visual or narration presentations, pacing or clarity of the presentations and/or how well the automated toggles or other course exercise features work including the certificate generation. ***The contractor will deliver a final draft NPDES WET on-line course for EPA's final review on an intra-agency link for the Beta test by or before April 15, 2016.***

Once the EPA WACOR and EPA HQ managers have approved the final product the contractor will coordinate with the appropriate EPA NPDES website managers to upload the EPA HQ NPDES WET on-line course and "go live." If after going live if there are problems the EPA contractor and the EPA WACOR will discuss with the EPA website managers what needs to be fixed or adjusted to ensure proper operation and use by public viewers. ***The contractor shall deliver two compact discs of the final EPA HQ NPDES WET on-line course which includes***

the flash presentation and the webcast recordings prior to EPA's mandated deadline of no later than May 31, 2016 to post the final on-line course on EPA's WPD/OWM NPDES website which meets all of EPA's format and/or website posting requirements

Subtask 2 Deliverables: The contractor shall deliver the various milestone deliverables under each of the different phases of this project outlined above according to the monthly deliverable dates provided. A more detailed schedule with milestones (weekly or specific deliverable dates) will be developed as the project progresses (since it is unclear how much time some of the individual steps and review [and/or EPA clearance] time periods will take and therefore could be subject to change) and be coordinated and communicated to the contractor through regular technical directives from the EPA WACOR. The contractor will deliver a final draft NPDES WET on-line course for EPA's final review by or before April 15, 2016. In addition, this project will be done before the end of the performance period for this work assignment and will be delivered prior to EPA's mandatory deadline of no later than May 31, 2016 for the final product(s) to be posted on EPA's WPD/OWM NPDES website which meets all of EPA's format and/or website posting requirements (i.e., EPA compatible software, 508, EPA official logo (see Phase II instructions), and developed using the "Articulate Presenter" presentation (or comparable) development software that was used for the past *EPA NPDES Basic Permit Writers* on-line course, etc.). The final product including the *flash presentation* and the webcast recordings shall be delivered to EPA on a compact disc (two copies).

TASK 4 (Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): NPDES Reasonable Potential (RP) State Assessment Pilot Project. No change.

TASK 5: Contract PWS 1.1.2,1.3.1,1.3.4,3.2,3.13,3.23,4.7, 5.12,5.13, and 6.0): Expert Whole Effluent Toxicity (WET) Test Method and Statistical Technical Support. No change.

QUALITY ASSURANCE (QA) STATEMENT: No change (No QAPP is needed or the work under the new Task 3/Subtask 2).

SPECIAL REPORTING REQUIREMENTS: No change.

RESOURCE ESTIMATES (LOE): For amendment one, the contractor will provide their estimated amount of LOE increase to complete amendment one for specifically Tasks 0 and the new Task 3/Subtask 2 (especially since the contractor has provided this type of technical support before for a different EPA on-line course (*EPA HQ NPDES Basic Permit Writers Course*)).

GOVERNMENT RESPONSIBILITIES: No change.

SURVEILLANCE PLAN: No change.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS: No change.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-09				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES Program WQ Tech Support				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 02/04/2016 To 06/30/2016				
Comments: This Work Plan Approval incorporates Amendment 1.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$60,093.00			LOE: 460					
01/01/2011 To 06/30/2016										
This Action:		\$150,755.00			1,275					
Total:		\$210,848.00			1,735					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		02/11/2016			Cost/Fee \$150,755.00			LOE: 1,275		
Cumulative Approved:					Cost/Fee \$210,848.00			LOE: 1,735		
Work Assignment Manager Name Laura Phillips <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 202-564-0741			
							FAX Number:			
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Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/18/2016 To 06/30/2016																																																																		
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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 5-09
AMENDMENT 2**

TITLE: National Pollutant Discharge Elimination System (NPDES) Program Water Quality Technical Support.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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PERIOD OF PERFORMANCE: May 18, 2016 through June 30, 2016

PURPOSE: To amend the work assignment to add more LOE hours for Task 0 (WA administration), Task 3 for increased technical support for EPA's National NPDES Regional WET implementation and for completing Task 4 EPA's NPDES Reasonable Potential (RP) State Assessment Pilot Project.

BACKGROUND INFORMATION: No change.

PERFORMANCE WORK STATEMENT (PWS):

TASK 0 (Contract PWS General, 3.15): Work Plan, Monthly Progress Reports and Quality Assurance Project Plan Development or Revision (as necessary). EPA estimates that for Task 0 an additional 35 LOE hours is needed for a revised new total LOE of 60 LOE (35 + 25) to support the continued administration of the work assignment based on the additional work under Amendment 2.

Task 1 (Contract PWS 1.1.2, 1.3.1, 1.3.4, 3.2, 3.13, 3.23, 5.12, 5.13, and 6.0): Bioassessment and Integrated Criteria Technical Support. No change.

Task 2 (Contract PWS 1.1.2, 1.3.1, 1.3.4, 3.2, 3.13, 3.23, 5.12, 5.13, and 6.0): EPA Water Quality Criteria (WQC) NPDES implementation technical support. No change.

Task 3 (Contract PWS 1.1.2, 1.3.1, 1.3.4, 3.2, 3.13, 3.23, 4.7, 5.12, 5.13, and 6.0): EPA NPDES National WET Program and Regional WQ Technical Support. EPA estimates the need for an additional 40 LOE for the *main National NPDES WET Task* for a revised new total LOE of 55 LOE (40 + 15) for just the main National NPDES WET Task. The other two subtasks remain unchanged.

National NPDES WET Task: EPA estimates the need for an additional 40 LOE for the *main National NPDES WET Task* for a revised new total LOE of 55 LOE (40 + 15) for just the main National NPDES WET Task. The other two subtasks remain unchanged.

The main National NPDES WET Task is continued technical support to EPA NPDES Regions on WET implementation in NPDES permit programs in the EPA Regions and their states. The contractor shall provide NPDES permit program and WQ expert technical support (i.e., WET) as communicated to the contractor in a technical directive by the EPA WACOR for EPA Regions such as R4 and R6 or possibly other EPA Regions. EPA estimates up to 5 pages of questions or comments on NPDES WET issues which will be provided to the contractor by the EPA WACOR. The WET questions received may include but are not limited to: NPDES WET training support, species sensitivity, monitoring, Toxicity Identification Evaluations/Toxicity Reduction Evaluations (TIEs/TREs), WET data statistical analysis or interpretation (i.e., EPA's 1991 Technical Support Document [TSD] or 2010 TST document), WET mining or oil and gas permit issues. For planning purposes, the contractor shall assume there may be up to three one hour conference calls using EPA's conference call lines.

Subtask 1 (EPA Region 6 WET work): No change.

Subtask 2 EPA HQ NPDES WET On-line Course for EPA WPD/OWM's NPDES Website: No change.

TASK 4 (Contract PWS 1.1.2, 1.3.1, 1.3.4, 3.2, 3.13, 3.23, 4.7, 5.12, 5.13, and 6.0): NPDES Reasonable Potential (RP) State Assessment Pilot Project. EPA estimates the need for an additional 325 LOE hours for a new revised total of 431 LOE hours (325 + 106) to complete this task. Additional LOE hours are needed to help EPA HQ complete their review of state water quality standards (WQS) and NPDES implementation procedures (IPs) and other relevant reference materials related to state reasonable potential (RP) implementation procedures for the three parameters under review: whole effluent toxicity (WET), toxics, and nutrients. While most of the EPA regions and states have been evaluated in this WA, there are a few states (i.e., Wisconsin [R5] and Utah [R8]) for which an evaluation has to be done and other states which existing draft evaluations may need to be revised (i.e., especially but not limited to R1, R5, R6, R9). The EPA WACOR will continue to provide the contractor with all state documents which need to be reviewed (e.g., WQS, state IPs). For planning purposes, the contractor shall assume there may be one or two up to one hour biweekly conference calls (using EPA conference call lines) per month with either the EPA RP pilot workgroup team or the EPA WACOR.

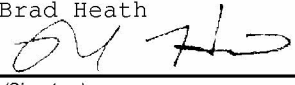
The EPA WACOR will provide review comments back to the contractor on draft deliverables and the contractor shall revise the draft materials within up to two weeks of receiving EPA's review comments.

Task 4 Deliverables: The contractor shall deliver draft state RP summaries for WI and UT within three weeks after receiving the state WQS and IPs from the EPA WACOR. The contractor shall deliver revisions of existing draft state summaries for the Regions listed in the above task description within two weeks of receiving a technical directive from the EPA WACOR. The contractor shall provide technical support if requested by the EPA WACOR through a written technical directive for the technical support and items described above.

TASK 5: Contract PWS 1.1.2, 1.3.1, 1.3.4, 3.2, 3.13, 3.23, 4.7, 5.12, 5.13, and 6.0): Expert Whole Effluent Toxicity (WET) Test Method and Statistical Technical Support. No change.

1. **QUALITY ASSURANCE (QA) STATEMENT:** No change.
2. **SPECIAL REPORTING REQUIREMENTS:** No change.
3. **RESOURCE ESTIMATES (LOE):** For amendment two, an additional total of 400 LOE is being added to the current LOE of 1735 under Amendment 1 for a new revised total LOE under Amendment 2 of 2,135 LOE (400 + 1,735).
4. **GOVERNMENT RESPONSIBILITIES:** No change.
5. **SURVEILLANCE PLAN:** No change.
6. **CONFERENCE/MEETING GUIDELINES AND LIMITATIONS.** No change.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-09					
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002					
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES WQ Tech Support					
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 05/18/2016 To 06/30/2016					
Comments: This Work Plan Approval incorporates Amendment 2.											
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund											
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)											
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	
1											
2											
3											
4											
5											
Authorized Work Assignment Ceiling											
Contract Period:		Cost/Fee:		\$210,848.00		LOE:		1735			
01/01/2011 To 06/30/2016											
This Action:				\$49,935.00		400					
Total:				\$260,783.00		2,135					
Work Plan / Cost Estimate Approvals											
Contractor WP Dated:		05/20/2016		Cost/Fee		\$49,935.00		LOE:		400	
Cumulative Approved:				Cost/Fee		\$260,783.00		LOE:		2,135	
Work Assignment Manager Name Laura Phillips						Branch/Mail Code:					
_____ (Signature) (Date)						Phone Number: 202-564-0741					
						FAX Number:					
Project Officer Name Robert Powell						Branch/Mail Code:					
_____ (Signature) (Date)						Phone Number: 202-564-2108					
						FAX Number:					
Other Agency Official Name						Branch/Mail Code:					
_____ (Signature) (Date)						Phone Number:					
						FAX Number:					
Contracting Official Name Brad Heath						Branch/Mail Code:					
_____ (Signature) (Date)						Phone Number: 513-487-2352					
						FAX Number:					

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 5-09				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base Option Period Number 5			Title of Work Assignment/SF Site Name NPDES WQ Tech Support				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 06/15/2016 To 06/30/2016					
Comments: The purposes of Amendment 3 is to increase the Level of Effort (LoE) hours by 340 from 2,135 to 2,475 at no additional cost to the Government per Contractor's e-mail concurrence dated June 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 01/01/2011 To 06/30/2016										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Laura Phillips <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0741 FAX Number:			
Project Officer Name Robert Powell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>6/15/2016 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			